

GOVERNOR'S OFFICE of CRIME CONTROL & PREVENTION

FY 2017 Title II Formula Grant Program (JJAC)

Notice of Funding Available (NOFA) Application Guidance Kit



Online Submission Deadline: April 20, 2016, 3 pm
Hardcopy Submission Deadline: April 27, 2016, 3 pm

Funded through:
Office of Justice Programs (OJP)
Office of Juvenile Justice & Delinquency Prevention (OJJDP)
CFDA# 16.540

Governor's Office of Crime Control & Prevention
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www.goccp.maryland.gov

Larry Hogan, Jr., Governor
Boyd K. Rutherford, Lt. Governor

ELIGIBILITY

The Governor's Office of Crime Control & Prevention is making approximately \$800,000 in state and federal Title II Formula (JJAC) grant funding available to eligible state and local units of government, non-profit organizations, and faith-based organizations.

IMPORTANT NOTES

Applicants are required to apply for grant funding through the Governor's Office of Crime Control & Prevention online application process located on the Governor's Office of Crime Control & Prevention website: <https://grants.goccp.maryland.gov>. Additionally, all applicants **MUST** provide proof that they have a valid federal DUNS number and be currently registered with www.SAM.gov. A screen shot from SAM.gov reflecting this information is sufficient.

Getting Started

Thank you for applying for the **Title II Formula (JJAC) Grant Program** from the **Governor's Office of Crime Control & Prevention**. The Governor's Office of Crime Control & Prevention and the Juvenile Grant Planning and Review Council or "Juvenile Council", Maryland's State Advisory Group, are looking for sub-recipients that are vested in efforts to improve outcomes for children and youth within the juvenile justice system by increasing and strengthening aftercare and reentry, alternatives to detention, diversion, and probation.

I hope our office becomes a valuable resource for your organization as we strive to deliver our services in a customer friendly fashion. If you need application assistance, please contact:

Jessica Wheeler, Director of Juvenile Justice
410-821-2844
Jessica.Wheeler@maryland.gov

Justice Schisler, Division Chief
410-821-2848
Justice.Schisler@maryland.gov

The Governor's Office of Crime Control & Prevention's success is measured by sub-recipient success. It is critical that we hear from you, our customers. To share your ideas of how the Governor's Office of Crime Control & Prevention can serve you better, email us at dinfo_goccp@maryland.gov.

Governor's Office of Crime Control & Prevention Mission:

The Governor's Office of Crime Control & Prevention is Maryland's one stop shop for resources to improve public safety. The Governor's Office of Crime Control & Prevention exists to educate, connect, and empower Maryland's citizens and public safety entities through innovative funding, strategic planning, crime data analysis, best practices research, and results-oriented customer service.

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I. TRAINING / TECHNICAL ASSISTANCE (TA)

To help applicants prepare and submit applications that reflect the Governor's Office of Crime Control & Prevention's established guidelines and procedures, training is provided through training videos posted on the Governor's Office of Crime Control & Prevention website. These may be accessed through the following web URL: <http://www.goccp.maryland.gov/gms-training/>.

Please review the training videos prior to working on your application (system guidelines, fiscal review and tips, civil rights requirements, and those specific to the program funding source).

II. INTRODUCTION/SCOPE

The Governor's Office of Crime Control & Prevention and the Juvenile Grant Planning and Review Council or "Juvenile Council", Maryland's State Advisory Group, are distributing state and federal Title II Formula (JJAC) funds for State Fiscal Year 2017. Funds support reform in Maryland's juvenile justice system and focus on initiatives and strategies that support the hallmarks of the Developmental Approach to Juvenile Justice Reform¹, which are:

- ❑ Accountability without Criminalization;
- ❑ Alternatives to Justice System Involvement;
- ❑ Individualized Response Based on Assessment of Needs and Risks;
- ❑ Confinement Only When Necessary for Public Safety;
- ❑ A Genuine Commitment to Fairness;
- ❑ Sensitivity to Disparate Treatment, and;
- ❑ Family Engagement.

The intent of the funding under this solicitation is to support the establishment, enhancement, and/or improvement of:

- ❑ Aftercare/Reentry: Programs to prepare targeted youth offenders to successfully return to their communities after serving a period of secure confinement. Aftercare programs focus on preparing youth offenders for release and providing a continuum of supervision and services after release.
- ❑ Alternatives to Detention: Alternative services provided to a youth offender in the community as an alternative to confinement. This would include accountability-based programs designed to reduce recidivism among juveniles who are referred by law enforcement personnel or agencies.
- ❑ Diversion: Programs to divert youth from entering the juvenile justice system. This would include proposals to address Racial and Ethnic Disparities (RED) in the juvenile justice system.
- ❑ Probation: Programs to permit youth offenders to remain in their communities under conditions that the juvenile court prescribes.

All funding is contingent upon the Governor's Office of Crime Control & Prevention receiving the specified grant funds from the U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention. As of the posting of this Notice of Funding Availability, the U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention has released its Federal Fiscal Year 2015 allocation of which approximately \$500,000 will be used for Maryland's State Fiscal Year 2017 awards. The Governor's Office of Crime Control & Prevention is also making approximately \$300,000 available in state funding to support initiatives under this notice.

¹ National Research Council. (2014) *Implementing Juvenile Justice Reform: The Federal Role*. Committee on a Prioritized Plan to Implement a Developmental Approach in Juvenile Justice Reform, Committee on Law and Justice, Division of Behavioral and Social Sciences and Education Washington, DC: The National Academies Press.

III. BACKGROUND

The federal Title II Formula Grants Program (CFDA #16.540) is authorized under Sections 221–223 of the Juvenile Justice and Delinquency Prevention Act (JJDPA) of 1974, as amended in 2002, 42 U.S.C. §§ 5631–5633. The Office of Juvenile Justice and Delinquency Prevention (OJJDP), one of five program bureaus in the Office of Justice Programs (OJP), has been delegated the authority to administer the Title II Formula grant program. The Governor’s Office of Crime Control & Prevention and the Juvenile Council reserve the right to reduce the amount of funds available for all programs based on government budgetary actions.

IV. ELIGIBILITY CRITERIA

Applicants are limited to State and local governments, non-profit organizations, and faith-based organizations.

The Governor’s Office of Crime Control & Prevention and the Juvenile Council have the right to deem applications that do not adhere to the required format and mandatory requirements to be ineligible.

Again this year, the Governor’s Office of Crime Control & Prevention and the Juvenile Council have placed funding limitations on continuation projects. As announced in FY 2013, applicants must reduce their requested funding each year by 25%. To be clear, funding requests for projects that are similar in scope or nature to the current JJAC or JSMD project must be at least 25% less than the FY 2016 award amount. It is important that applicants review budgets and requests carefully. Additionally, all continuation grants will be capped after five (5) years starting from FY 13. This has been extended by one year as an effort to allow current sub-recipients an additional year to sustain funding. Applications that are submitted that do not reduce their budget by 25% or more of the previous year’s award amount will be flagged prior to review and may result in receipt of less funding than awarded in the previous year or zero funding.

In addition, applications for continuation projects must detail the success of the existing project and status of existing goals, objectives, and performance measures. To this end, applicants must also detail how the funding reductions will impact the current program or initiative. The Governor’s Office of Crime Control & Prevention and the Juvenile Council reserve the right to decrease or deny all budget requests.

V. APPLICATION PROCESS

Applicants are required to apply for grant funding through the Governor’s Office of Crime Control & Prevention web-based application process, which may be accessed through the Governor’s Office of Crime Control & Prevention website homepage: www.goccp.maryland.gov by clicking on **GRANTS MANAGEMENT SYSTEM (GMS)**, or go directly to the login screen using the web URL <https://grants.goccp.maryland.gov>.

In order to use the Governor’s Office of Crime Control & Prevention web-based application you must have a User ID.

If you have *not* previously applied through the web go to the following web URL to obtain instructions and the information required to obtain a User ID and password:

<http://www.goccp.maryland.gov/grants/access-to-gms.php>

The last day to request a User ID is April 8, 2016. If you have previously applied through the web, use your same User ID and password.

If you have previously applied to Governor's Office of Crime Control & Prevention but *do not have your User ID*, or are having *technical issues with the system*, contact the Helpdesk via email at support@goccp.freshdesk.com for assistance.

If you need assistance completing the program specific information required in the online application please contact Jessica Wheeler at 410-821-2844 or Jessica.Wheeler@maryland.gov or Justice Schisler at 410-821-2848 or Justice.Schisler@maryland.gov.

In addition to the online submission, you must submit one (1) hard copy original (generated by the online system and bearing original signatures in blue ink for the certifications and anti-lobbying documents) **and three (3) additional copies of the application.**

The online application must be submitted no later than 3:00 PM on April 20, 2016. All of the aforementioned documents must be submitted to the Governor's Office of Crime Control & Prevention no later than 3:00 PM on April 27, 2016.

Email/Fax submissions will not be accepted. Please do not use binders or folders; all hard copies must be generated by the online system.

VI. APPLICATION REQUIREMENTS

The program narrative provides a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. Additional documents (included in an appendix) such as tables, charts, pictures, etc. may be referenced within the program narrative section and attached to the hardcopy submission.

In an eight-section, outline-styled format, provide the following information (retain all numbering and headers below):

1. Understanding the Problem

This section should include a statement of the problem or need area that the proposed activity/services will address. This need area must be aligned with one the prioritized JJAC purpose areas (see Section II) and **must be supported by a data analysis** for a period of at least 3 years to highlight the need for the program/project proposed.

2. Collaboration

One of the primary goals of the JJAC program is to be inclusive of the various stakeholders and consolidate local or regional efforts to achieve results for the youth and families in the community. Partners are key to achieving that goal and their input into proposal development should be included in this section. In addition to family/community partnerships, there are governmental partners that should also be included in the proposed program. This section must include an outline listing the role of each partner as well as support from the community or agencies. **Letters of support must be included in an appendix and referenced in this section.**

The following are suggested partners:

- Department of Juvenile Services (DJS) Regional Office Representative
- Local DMC Coordinator (if applicable)
- Local Management Board Representative
- County or Municipal Law Enforcement Representative
- Parent/guardians (including community association groups and youth advocate groups)
- Youth (including youth group representatives)
- Local State's Attorney Representative
- Juvenile Court Magistrate or Judge

- Department of Education Representative
- Child Welfare Representative
- Non-profit, faith-based, or community group
- Non-profit, nongovernmental victim advocacy organization

3. Program Purpose Areas

This Notice of Funding Availability will only give consideration to programs relative to the following purpose areas. This section must detail how the proposal addresses the purpose areas. The following purpose areas are identified as a high priority in FY 2017:

- Aftercare/Reentry: Programs to prepare targeted youth offenders to successfully return to their communities after serving a period of secure confinement. Aftercare programs focus on preparing youth offenders for release and providing a continuum of supervision and services after release.
- Alternatives to Detention: Alternative services provided to a youth offender in the community as an alternative to secure confinement.
- Diversion: Programs to divert youth from entering the juvenile justice system. This would include proposals to address Disproportionate Minority Contact (DMC)/Racial and Ethnic Disparities (RED) in the juvenile justice system.
- Probation: Programs to permit youth offenders to remain in their communities under conditions that the juvenile court prescribes.

4. Proposed Activity

The proposed activity should explain the current activity and how this will build or enhance those efforts. All applications must include a detailed description of the proposed program/service, including:

- Target population (race, age, and gender)
- Number of youth to be served
- Services to be provided
- How youth are referred to the program
- When will services be provided (daily, weekly, monthly) and/or what are the hours of operation
- Vendor or service provider (if known)
- Cost per youth
- How the program will impact/address high-risk youth
- How the program will impact/address racial and ethnic disparities (RED) in the juvenile justice system

Developmental Approach to Juvenile Justice

Priority will be given to those applicants who align their proposed activity with the recommendations outlined in the National Research Council's 2014 report *Implementing Juvenile Justice Reform: The Federal Role* (found here: <http://www.nap.edu/catalog/18753/implementing-juvenile-justice-reform-the-federal-role>) and other current research on adolescent brain development. Applicants must outline how their proposed strategy incorporates the seven hallmarks to a developmental approach to juvenile justice, as listed in Section II of this NOFA.

Evidence-Based Practices, Promising and Proven Programs

Priority will also be given to applicants who propose to implement an evidence-based, promising, or proven program. Applicants are encouraged to review national best practices and evidence-based, proven, and promising program examples in selecting a strategy for implementation by visiting: <http://www.ojjdp.gov/mpg/>. Applicants should also provide details on how they will maintain fidelity to the proposed evidence-based, promising, or proven program.

5. Goals, Objectives, and Performance Measures

Each application must include clearly defined goals, objectives, and performance measures. See Section X for additional information regarding performance measures. Please note that applicants are not required to submit performance measure data with their applications but should discuss in their application their proposed methods for collecting the data.

- Goals - Provide a broad statement that conveys, in general terms, the program's intent to change, reduce, or eliminate the problem described. Goals identify the program's intended short and long-term results for the anticipated funding year(s).
- Objectives - Explain how the program will accomplish the goals. Objectives are specific, quantifiable statements of the program's desired results, and should include the target level of achievement, thereby further defining goals and providing the means to measure program performance.
- Performance Measures – Quantitative ways to objectively measure the degree of success a program will have in achieving its stated objectives, goals, and planned program activities.

To assist the Department of Justice in fulfilling its responsibilities under the Government Performance and Results Act, Pub. L. 103-62, applicants that receive funding under this solicitation must provide data that measures the results of their work. OJJDP has identified mandatory core performance measures for which the Governor's Office of Crime Control & Prevention will require successful applicants to submit data during the grant period. Sub-recipients will need to submit this information through GMS **as well as** OJJDP's Data Reporting Tool (DCTAT) at www.ojjdp-dctat.org. The performance measures can be found on the DCTAT website (<https://www.ojjdp-dctat.org/>) by clicking on "Title II Formula Grant Program". In the proposal narrative, under Section VI (5) - "Goals, Objectives, Performance Measures", applicants should discuss their proposed methods for collecting the data.

6. Sustainability

As mentioned in Section IV, **applicants applying for continuation grants must reduce their requested funding each year by 25%.**

This section must show your organization's plan towards sustainability for the proposed program. This section should address the following:

1. If other funding has already been committed for the project, identify the source(s) of funding and the amount.
2. If the proposal is currently under consideration by other funders, be sure to disclose this.
3. Present your organization's strategy for sustainability once the grant period has concluded (unless the project will conclude concurrently with the funding).
4. Discuss how the 25% funding reduction has or will impact the project and/or services provided.

7. **Management Capabilities**

Applicants must submit a detailed timeline/work plan. This timeline/work plan must include:

- Key tasks that must be carried out to implement the program successfully
- Person(s) responsible for seeing that each task is completed within the proposed timeline.
- Target dates for task completion

Applicants must also submit qualifications and experience of implementing agencies by providing a brief description of the agency's experience and achievements that qualify the agency to implement the project.

Also, applications should list the names and provide a short professional biography of the project director, key consultants, financial officer, and other professional staff members. Clearly identify, by name and title, requested personnel. Indicate how all requested staff are currently funded (i.e., name, grant fund, or state that personnel are line items in the existing agency budget). If funded by more than one source, list percentages for each funding source.

8. **DUNS/CCR Registration:**

Provide your DUNS number and SAM.gov expiration date. In an appendix, attach proof of your agency's current SAM.gov registration from www.sam.gov. Include a printed screenshot of just the page that lists your DUNS number and SAM.gov expiration date. Please do not include any additional pages (i.e., those containing banking information).

VII. **FAITH-BASED / COMMUNITY ORGANIZATIONS**

Faith-based organizations applying for JJAC funds do not have to lose or modify their religious identity (i.e., removing religious symbols) to be considered an eligible applicant. However, JJAC funds may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with grant funds; such religious activity must be separate (in time and/or place) from the grant funded program. Further, participation in such religious activity by individuals receiving services must be voluntary.

VIII. **501(C)(3)**

To be eligible for funding under the Juvenile Justice and Delinquency Prevention Act, non-profit organizations must have documentation of their IRS Section 501 (c)(3) status. An organization must provide proof of this status by submitting a copy of their status letter from the IRS with the application. The requirements for obtaining 501 (c)(3) status can be found on the Internal Revenue Service web site (www.irs.gov); search for Publication 557, "Tax-Exempt Status for Your Organization." If the IRS letter is not available, a letter from your organization's authorized official listing officers, bylaws, and/or articles is permissible until such time a copy can be obtained from the IRS.

IX. **IMPORTANT DATES**

- | | |
|--|---------------------------|
| ➤ Program Specific Training Video Posted | Ongoing |
| ➤ Deadline to Request a User ID | April 8, 2016 |
| ➤ Deadline to Submit an Online Application | April 20, 2016, 3:00 p.m. |
| ➤ Hardcopy of Application Due (plus 3 copies)
<i>Fax/Email will not be accepted as hardcopy.</i> | April 27, 2016, 3:00 p.m. |
| ➤ Award Documents/Denial Letters Mailed | June 2016 |
| ➤ Sub-award Start Date | July 1, 2016 |

X. FUNDING EVALUATION

The Juvenile Council and the Governor's Office of Crime Control & Prevention will assess each organization's overall project based on the following:

- Problem Statement/Data
- Project Description
- Description of Goals, Objectives, and Performance Measures
- Projected Work Plan Schedule
- Organization Management Capabilities/Cooperating Agencies
- Project Evaluation & Sustainability
- Budget

The Juvenile Council and the Governor's Office of Crime Control & Prevention will also assess each jurisdiction's need for funding based on the following criteria:

- Documentation of need through data provided in the application
- Current availability of existing juvenile justice programs and services
- Geographic size and location
- Ability to recognize and address the needs of underserved populations
- Demonstrated capacity and effectiveness of existing juvenile justice programs and services

This is a competitive application process. The Governor's Office of Crime Control & Prevention will conduct a three-tier review, to include internal staff, external reviewers, and executive staff review of each application submitted in accordance with this NOFA.

XI. FUNDING SPECIFICATIONS

A. Funding Cycle

Commencement of awards funded under the Title II Formula (JJAC) Program for FY 2017 will begin July 1, 2016 and end on June 30, 2017. Funds are paid on a reimbursable basis.

B. Budget

Budgets must be clear and specific. Budgets must reflect one year of spending and, where applicable, be adjusted to reflect start date, and holidays. *The Governor's Office of Crime Control & Prevention reserves the right to reduce budgets.*

The prioritization of line items is required for all applications having multiple line items. Applicant requirements will be taken into consideration should budgets need to be reduced.

The justification sections must contain brief statements (1 to 2 sentences per line item) that explain each line item and their relevance to the project goals and objectives. **Do not state "See Narrative, Goals, or Objectives".**

C. Allowable Costs for Direct Services

The following is a non-exhaustive listing of services, activities, and costs that are eligible for support with JJAC grant funds within a sub-recipient's organization (if applicable):

- ***Salary & Fringe***
- ***Skills training for staff related to stated priority areas***
- ***Training-related travel***
- ***Equipment***

D. Unallowable Costs

The following services, activities, and costs, although not exhaustive, cannot be supported with JJAC grant funds at the sub-recipient level:

- ***Lobbying***
- ***Advertising & Public Relations (see OMB Circular A-87 for more details)***
- ***Capital Expenditures***
- ***Fundraising and Investment Management Tools***
- ***Lobbying and Administrative Advocacy***
- ***Audit Costs***
- ***Property Insurance***
- ***Trinkets (items such as hats, mugs, portfolios, t-shirts, coins, gift bags, etc., regardless of whether they include the conference name or OJP/DOJ logo) must not be purchased with DOJ funds as giveaways for conferences. Basic supplies that are necessary for use during the conference (e.g., folders, name tags) may be purchased.***

The Governor's Office of Crime Control & Prevention reserves the right to make additional budget reductions and adjustments at its discretion.

E. Consultant Rates

The limit for consultant rates is \$650 per day.

F. Indirect Cost Rate

Applicants that intend to charge indirect costs through the use of an indirect cost rate must have a Federally-approved indirect cost agreement. Please include a copy of a current, signed Federally-approved indirect cost rate agreement.

Non-federal entities, other than State and local governments that have never received a Federally-approved indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-federal entity chooses to negotiate for a rate.

For guidance on calculating indirect cost please refer to the indirect cost calculator:

<http://www.goccp.maryland.gov/grants/grantee-toolbox.php>.

G. Food/M Meal Expenses

The Governor's Office of Crime Control & Prevention encourages applicants to review the Office of Justice Programs guidance on conference approval, planning, and reporting that is available on the OJP Web site at www.ojp.gov/funding/confcost.htm. This guidance sets out the current OJP policy, which requires all funding sub-recipients that propose to hold or sponsor conferences (including meetings, trainings, and other similar events) to minimize costs, requires the Governor's Office of Crime Control & Prevention and OJP review and *prior* written approval of most conference costs for cooperative agreement recipients (and certain costs for grant sub-recipients), and generally prohibits the use of OJP funding to provide food and beverages at conferences. The guidance also sets upper limits on many conference costs, including facility space, audio/visual services, logistical planning services, programmatic planning services, and food and beverages (in the rare cases where food and beverage costs are permitted at all).

Prior review and approval of conference costs can take time (see the guidance for specific deadlines), and applicants should take this into account when submitting proposals. Applicants also

should understand that conference cost limits may change and that they should check the guidance for updates before incurring such costs.

The provision of food and/or beverages to youth as part of programmatic activity is not subject to the above restriction because such activity does not fall within the definition of a conference, training, or meeting.

XII. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS

The Governor's Office of Crime Control & Prevention will distribute awarded funds to sub-recipients on a quarterly reimbursement of expenditures basis in conjunction with the timely submission of corresponding quarterly Fiscal and Programmatic Reports. These reports must be submitted through the online Grants Management System (GMS) and Fiscal Reports must also be submitted via a mailed hardcopy. All programmatic electronic reports are due within 15 calendar days of the end of each quarter; financial report hardcopies are due within 30 calendar days of the end of each quarter. All reporting activity occurs through the GMS, using the same User ID and password that was used for the application process.

For further Post Award Instructions read your Special Conditions, and go to:

<http://www.goccp.maryland.gov/grants/general-conditions.php>

Electronic Funds Transfer (EFT) – The Governor's Office of Crime Control & Prevention encourages the use of electronic funds transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, refer to the following website:

http://compnet.comp.state.md.us/General_Accounting_Division/Vendors/Electronic_Funds_Transfer/

XIII. MATCH

There is a 10% non-federal cash match requirement imposed on grant funds under this program. This means that sub-awards made under the Title II Formula (JJAC) program may not cover more than 90% of the total cost of each project. Cash resources used as match must be directly related to the project goals and objectives, documented, and clearly show the source, amount, and timing of all matching contributions. Additionally, sources of match are restricted to the same uses allowed under the JJAC program and must be documented in the same manner as JJAC program funds (including financial and programmatic reports).

For guidance on calculating match please refer to the match calculator:

<http://www.goccp.maryland.gov/grants/grantee-toolbox.php>.

Match Waiver

Those applicants who wish to apply for a match waiver may do so by submitting a separate letter with the hardcopy application that includes a detailed explanation and/or justification for the requested waiver. Match waivers will be made on a case-by-case basis at the discretion of the Governor's Office of Crime Control & Prevention and the Juvenile Council.

XIV. SUPPLANTING, TRANSPARENCY AND ACCOUNTABILITY

Federal funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same purpose. See the OJP Financial Guide (Part II, Chapter 3). There are strict federal laws against the use of federal funds to supplant current funding of an existing program. Jurisdictions must provide assurances and certifications as to non-supplanting and the existence of proper administrative/financial procedures.

A strong emphasis is being placed on accountability and transparency. Award recipients must be prepared to track, report on, and document specific outcomes, benefits, and expenditures attributable to the use of grant funds. Misuse of grant funds may result in a range of penalties to include suspension of current and future funds and civil/criminal penalties.

CHECKLIST

- Face Sheet – Printed from the online software
- Project Summary/Narrative – Printed from the online software
- Screenshot of DUNS number and SAM.GOV expiration date
- Project Budget – Printed from the online software
- Audit Requirements – Printed from the online software
- Certified Assurances – Printed from the online software and signed
- Certification Lobbying - Drug Free Workplace – Printed from the online software and signed
- Letters of Support/MOUs

XV. APPLICATION WEBSITE WORKSHEET

Notice to All Applicants:

The information collected on the grant application form is collected for the purposes of the Governor's Office of Crime Control & Prevention's function under Executive Order 01.01.2005.36. Failure to provide all of this information may result in the denial of your application for funding. The Governor's Office of Crime Control & Prevention is a government entity; upon submission, this application is considered public information. The Governor's Office of Crime Control & Prevention does not sell collected grant information. Under the Maryland Public Information Act (PIA) (MD State Government Code Ann. 10-617 (h)(5)), you may request in writing to review grant award documentation. Please send those requests to The Governor's Office of Crime Control & Prevention, 300 E. Joppa Rd., Suite 1105, Baltimore, MD 21286-3016

H. FACE SHEET TAB INSTRUCTIONS

1. PROJECT TITLE:

The project title should be brief, precise, and reflect what is being funded. For example: "Multi-Systemic Therapy", "Alternative to Suspension", or "Neighborhood Youth Panel."

2. APPLICANT AGENCY

The unit of local government (county, city, town, or township) or State agency that is eligible to apply for grant funds (See Eligible Applicants). Full details about the Applicant Agency (Federal ID, DUNS, etc) may be viewed by clicking the corresponding underlined organization field. If any information needs to be revised, contact support@goccp.freshdesk.com.

If the Government, Township, or Board of Commissioners mandates that the County Executive, Mayor, or Commissioner sign all grant award documents (for all subordinate agencies) then the Government, Township, or Board of Commissioners MUST be the APPLICANT Agency.

DUNS/SAM Registration: Provide your DUNS number and SAM.GOV *expiration date at the end of your Narrative*. In an appendix, attach proof of your agency's current SAM registration from www.sam.gov. Include a printed screenshot of **just the page that lists your DUNS number and SAM.GOV expiration date**. Please do not include any additional pages (i.e., those containing banking information). **Access to SAM.GOV and DUNS (D&B):**

<https://www.sam.gov/portal/public/SAM/>

<http://fedgov.dnb.com/webform/displayHomePage.do;jsessionid=81407B1F03F2BDB123DD47D19158B75F>

3. AUTHORIZED OFFICIAL

You may view the contact information for either agency's Authorized Official by clicking their underlined name. A popup box will appear after clicking their name. Procedures for revising an agency's authorized official can be obtained by contacting support@goccp.freshdesk.com. Or by viewing Condition #18 at: <http://www.goccp.maryland.gov/grants/general-conditions.php>.

4. IMPLEMENTING AGENCY

The name of the entity that is responsible for the operation of the project. Full details about the Implementing Agency (Federal ID, DUNS, etc) may be viewed by clicking the corresponding underlined organization field. Contact support@goccp.freshdesk.com to make any revisions.

5. 'Is service site?' CHECKBOX

Clicking these checkboxes automatically adds the Applicant and/or Implementing Organization to the Service Site tab.

6. PROPOSED START/END DATES

Start and end date are determined by the parameters of the NOFA and are filled in automatically. Projects may not exceed twelve (12) months or commence before the NOFA defined start date.

7. PREPARER INFORMATION

Enter the name of the person completing the application, their phone number and their email address.

8. OFFICERS TAB INSTRUCTIONS

To add a new officer or new contact to the GMS, contact support@goccp.freshdesk.com.

9. PROJECT DIRECTOR

Select the person who will be responsible for oversight and administration of the project on behalf of the applicant. Selections are limited to implementing/applicant agency personnel in the GMS.

10. FISCAL OFFICER

Select the person who will be responsible for financial reporting and record keeping for the project. You may select any contact currently in the GMS. Use the search windows to search by last name, organization, and/or job title.

11. CIVIL RIGHTS CONTACT

Select the agency's point of contact for handling internal civil rights violation complaints (usually a Human Resources or Personnel Manager). You may select any contact currently in the GMS. Use the search windows to search by last name, organization, and/or job title.

12. SERVICE SITES TAB INSTRUCTIONS

If the service site is either the applicant agency and/or the implementing agency, select the associated "Is service site?" check box(es) on the application Face Sheet.

Otherwise, provide the site name and full address, **for the location(s) the project is taking place/serving**. If there is more than one location, please enter complete information for each site (up to five). If the project has a statewide or countywide impact, please enter "state-wide," or "county-wide" in the 'Site Name' field and the county served in the 'City' field. Whether an address is provided, or "state-wide" or "county-wide" is entered, the 'CITY' field and nine (9) digit zip-code must be provided.

Example:

Site Name: **Anytown Police Department**
Address: **123 Main Street**
Some City, MD 21000-0570

OR if Location is 'County-wide' or 'State-wide': **must still list a City and 9-digit zip for funding source reporting.**

I. SUMMARY TAB INSTRUCTIONS

The Project Summary should provide a concise summary of your proposal and be limited to 100 words or less. Because the JJAC program is funding a very specific service, the Governor's Office of Crime Control & Prevention would like to make writing the project summary as simple and consistent as possible. Use the template provided below for your project summary.

The ____ (Implementing Agency's) ¹ ____ (Title) ¹ ____ program assists in developing and implementing strategies specifically intended to reduce juvenile delinquency in the State of Maryland. The program _____.² Program funds provide personnel, equipment, and training.³

Make the following additions/changes to the above template:

1. The beginning of the first sentence contains the Agency's Name and the Program Project Title.
2. 1-2 sentences describing the program's main function and who the program benefits/serves.
3. The last sentence summarizes the budget items proposed to be funded.

LETTERS OF SUPPORT / COMMITMENT (strongly encouraged)

In an appendix to your application, submit letters of commitment by partners who participate in the execution of the project or whose cooperation or support is necessary to its success. Letters of support are optional but strongly encouraged. **Letters of commitment/support will only be accepted when they accompany the submitted hardcopies of the application.**

J. BUDGET TAB INSTRUCTIONS

BUDGET – GENERAL REQUIREMENTS

You must complete a detailed budget for your proposed project. All 'Total Budget' fields will be rounded by the GMS to the nearest whole dollar.

Budgets must be clear and specific. Budgets must reflect one year of spending and where applicable, be adjusted to reflect start date, state furlough days, and holidays. The grant cycle will reflect twelve (12) months, July 1, 2016 to June 30, 2017.

Each budget line item must include a justification entry. The justification sections must contain brief statements (1 to 2 sentences per line item) that explain each line item and their relevance to the project goals and objectives. **Do not state "See Narrative, Goals, or Objectives"**. the Governor's Office of Crime Control & Prevention is requiring prioritization of budget requests. This requirement is addressed following the Budget Tab Instructions under 'Budget Priority Tab.'

Refer to the GMS training videos for further instructions <http://www.goccp.maryland.gov/gms-training>.

MATCH:

There is a 10% non-federal cash match requirement. See Section XIII for instructions on submitting a match waiver request.

Calculating Match:

Refer to the Grant Match Calculator located on the Governor's Office of Crime Control & Prevention website: www.goccp.maryland.gov (select Grant and Programs, Grantee's Area, Grantee's Toolbox). Direct link to match calculator: <http://www.goccp.maryland.gov/grants/grantee-toolbox.php>.

The following provisions apply to match requirements:

- The sub-recipient may satisfy the match requirement with:
 - CASH (e.g., **funds contributed** from private sources or State and local governments such as a portion of someone's salary) and/or

- Funds from other Federal sources may not be used to meet the match requirement.
- Sub-recipients must maintain records which clearly show the source, the amount, and the timing of all matching contributions.
- Sources of match are restricted to the same requirements as funds allocated under the federal program and must be documented in the same manner as federal program funds, including financial and programmatic reports.

PERSONNEL

The salaries and fringe benefits for staff required to implement the project are listed in the personnel category. Consultants must be listed in Contractual Services. **Time and Effort reports (Timesheets) must be maintained for all personnel included in the grant project. Refer to the bottom of the page at <http://www.goccp.maryland.gov/grants/grantee-toolbox.php> for more information.** If you are paying an employee directly, they should be entered in the Personnel category. For each position, list salary and fringe benefits on separate line items.

Original Grant Application Budget						
Original Budget Previous Budget Print Refr						
Help	Budget Category	Total Grant Funds	Total Cash Match	Total In Kind	Total Budget	
?	Personnel	\$33,000.00	\$0.00	\$0.00	\$33,000.00	
Description of Position	Salary Type	Funding	Wage Type	Wage Amount	Total Budget	Just.
Community Outreach Coordinator						\$22,000.00
Community Outreach Coordinator	Salary	Grant Funds	Annual	\$60,000.00	\$20,000.00	[View/Edit]
Community Outreach Coordinator	Fringe	Grant Funds	Annual	\$20,000.00	\$2,000.00	[View/Edit]
Community Outreach Trainer						\$11,000.00
Community Outreach Trainer	Salary	Grant Funds	Annual	\$40,000.00	\$10,000.00	[View/Edit]
Community Outreach Trainer	Fringe	Grant Funds	Annual	\$10,000.00	\$1,000.00	[View/Edit]

- The 'Description of Position' field must contain the title of the position.
- Position line items (salary and fringe) are grouped via the 'Description of Position' field.
- After completing the first Position's line item, use the dropdown to add additional budget items to the position.
- The 'Description of Position' field is used to select existing positions and to add new positions.
- For multiple staff in the same position, use a suffix (i.e., Position 1, Position 2, etc.)
- Multiple positions with the same hourly rate may be grouped (i.e., Overtime Patrols – 25 Officers).

Note: Fringe benefits cannot exceed 30% of reported salary costs. For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

Example justifications based on the Personnel category:

Justification (line 1):

The Community Outreach Coordinator helps prepare, schedule, and develop trainings targeted for hospitals and other medical facilities.

Annual salary is \$60,000. She will be devoting 33% of her time to this project. We are requesting $\$60,000 \times .33 = \$19,800$ in grant funds to support her time on this project.

Justification (line 2):

Fringe benefits @ 10% of salary. $\$20,000 \times .10 = \$2,000$

Justification (line 3):

The Community Outreach Trainer makes presentations at hospitals and other medical facilities.

Annual salary is \$40,000. She will be devoting 25% of her time to this project. We are requesting $\$40,000 \times .25 = \$10,000$ in grant funds to support her time on this project.

Justification (line 4):

Fringe benefits @ 10% of salary. $\$10,000 \times .10 = \$1,000$

OPERATING EXPENSES

Office supplies (program supplies should be listed in the 'Other' category), Rental Space, Printing, and Communications. Communication expenses include items such as telephone, fax, postage, and other expenditures such as photocopying. For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

Refer to Section enter section here for a complete list of allowable expenses.

TRAVEL

Travel		\$1,050.00	\$0.00	\$0.00	\$1,050.00		
Add new record						Refresh	
Description	Funding	Quantity	Unit Cost	Total Budget	Just.	Edit	Delete
Mileage	Grant Funds	600.00	0.56	\$333.00	Just.		
Meals (B \$8, L \$10, D \$24)	Grant Funds	5.00	42.00	\$210.00	Just.		
Hotel	Grant Funds	5.00	\$101.40	\$507			

Travel expenses may include mileage and/or other transportation costs, meals and lodging consistent with the local jurisdiction's travel regulations and cannot exceed the State of Maryland reimbursement rate specified below. For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

Mileage maximum: \$.54 cents/mile as of 1/1/2016.

Maximum Per Diem/Meal Allowance is \$45/day (\$9 Breakfast, \$11 Lunch, \$25 Dinner).

CONTRACTUAL SERVICES *

Consultant contracts for training or evaluation should be included here and shall be consistent with federal guidelines. If you are paying an outside agency for an employee, they are Contractual. For the line item description, enter the agency (Consulting firm, temporary agency, etc.), a dash and then the nature of the service to be provided (e.g., Consultants ABC – training for Seminar). For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

*For ALL Funding Sources: A copy of all contracts associated with items listed in the Contractual Services category must be included with your application.

**Construction projects are ineligible for funding under grant programs and expenses for construction may not be included.*

EQUIPMENT

Equipment is defined as having a useful life in excess of one year and a procurement cost of \$100 or more per unit or \$50 or more per unit for computer and sensitive items. Costs may include taxes, delivery, installation and similarly related charges. The procurement process used must be consistent with your written procurement guidelines. If such guidelines do not exist, refer to the State of Maryland guidelines by accessing General Condition # 17 on the Governor's Office of Crime Control & Prevention Website under the Grantees Area.

Maintaining internal inventory records for equipment procured under this funding source is mandatory. For post award inventory requirements, access General Condition #18 on the Governor's Office of Crime Control & Prevention Website. For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

Property Inventory Report Forms (PIRFs) will only be required for equipment that costs \$5,000 or more per unit cost.

OTHER

Include all other anticipated expenditures which are not included in the previous categories such as registration fees, and program supplies. For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

K. BUDGET PRIORITIZATION TAB (required for all applications with multiple line items)

After completing the Budget tab, click on the Budget Priority tab in the GMS. This tab will provide a list of all budget line items that the applicant has entered in the previous Budget tab. The Budget Priority tab allows the applicant to 'drag and drop' the budget line items in order of priority for funding, beginning with the most essential line item.

Grant Menu	
Search	
Face Sheet	
Officers	
Service Sites	
Summary	
Narrative	
Budget	
Budget Priority	
Print	
Documents	
Activity Log	
Special Conditions	
Performance Measures	
Progress Reports	
Federal Purpose	
Keywords	

BUDGET PRIORITY				
Below is a list of budget line items that have been entered for this project. Sort them, by dragging and dropping, so that the most essential items are at the top of the list.				
				 Refresh
Priority	Description	Salary Type	Funding	Total Budget
1	Executive Director	Salary	Grant Funds	\$3,350.00
2	Program Director	Salary	Grant Funds	\$18,723.00
3	Program Director	Salary	Cash Match	\$3,775.00
4	Volunteer Supervisor - Lucretia Scott	Salary	Grant Funds	\$4,000.00
5	Volunteer Supervisor - Daniel McEachran	Salary	Cash Match	\$8,400.00
6	Volunteer Supervisor - Patti Ross	Salary	Grant Funds	\$2,908.00
7	Volunteer Supervisor - Karen Coleman	Salary	Grant Funds	\$2,234.00
8	Volunteer Supervisor - Anne Feehley	Salary	Cash Match	\$1,795.00

L. PRINT TAB INSTRUCTIONS

The Print tab allows users to generate a .pdf version of their application for review and/or submission. Application hardcopies generated while in Application Status 'Pending' have '*Pending Submission*' printed at the top of the application pages, and are unacceptable for submission.

The Application Status must read 'Awaiting Hard Copy' before generating a final .pdf. The final .pdf version is printed (and if requested, photocopied) by the applicant, signed, and sent or delivered to the Governor's Office of Crime Control & Prevention before the hardcopy deadline.

M. APPLICATION STATUS DROP DOWN INSTRUCTIONS

Home	Grant Management	Address Book	Admin	Logout			
Grant Management > Application Search							
App. Number:	Grant Number:	Req. Funds:	Match Funds:	Match %:	Project Dates:	Title:	Application Status:
[Unassigned]		\$1,053.00	\$0.00	0.00 %	03/01/2013 - 03/31/2013	Financial Investigations Prac...	--> Submit Application
<div>Grant Application Menu</div> <div>Search</div> <div>PRINT REPORT</div>							<div>Pending</div> <div>--> Cancel Application</div> <div>--> Submit Application</div>

After completing and reviewing all sections of the application, use the 'Application Status' dropdown to submit your application electronically. Selecting 'Submit Application' from the dropdown performs a final validation check. If the validation check is successful, the application's status changes to 'Awaiting Hard Copy'.

Your Application must be placed in 'Awaiting Hard Copy' status for it to be considered for funding. After the Governor's Office of Crime Control & Prevention has received your signed hardcopy(ies), the status will appear as 'Hardcopy Received'.

N. DOCUMENTS TAB INSTRUCTIONS

If there are any additional required forms (e.g., Collaborative Revenue Form) or other documents that you would like included with your application, use the Documents tab to attach those files. You may upload documents throughout the application process. This could include: DUNS/SAM verification, letters of support, etc.

O. SIGNATURE PAGES

The Certified Assurances and Federal Anti-Lobbying Certification must be signed by the appropriate agency representative and included with the application hardcopies. **Both forms may only be signed by the Applicant Agency's Authorized Official or their duly assigned alternate signatory.** Both forms must be generated by the online application software.

In order for an alternate signatory to be valid, the Governor's Office of Crime Control & Prevention must receive a signed, written notification from the applicant agency's Authorized Official (on agency letterhead) stating that an alternate signatory has been designated.

P. AUDIT FINDINGS / CORRECTIVE ACTION PLAN

Applicants must submit copies of any Audit Findings and Corrective Action Plans with the application. **Do not send a copy of your audited financial statements;** ONLY the applicable audit findings and/or corrective action plan is required.

XVI. CERTIFIED ASSURANCES

This signed form must be generated by the Online Application Software

THE APPLICANT HEREBY ASSURES AND CERTIFIES THE FOLLOWING:

1. That Federal funds made available under this formula grant will not be used to supplant State or local funds, but will be used to increase the amounts of such funds that would, in the absence of Federal Funds, be made available for program activities.

2. That matching funds required to pay the non-Federal portion of the cost of each project, for which grant funds are made available, shall be in addition to funds that would otherwise be made available for program activities by the recipient of the grant funds and shall be provided as required in the Grant Award document.

3. That following the first year covered by a Grant Award and each year thereafter, a performance evaluation and assessment report will be submitted to the Governor's Office of Crime Control & Prevention.

4. That fund accounting, auditing, monitoring, evaluation procedures and such records as the Governor's Office of Crime Control & Prevention shall prescribe to and shall be provided to assure fiscal control, proper management and efficient disbursement of funds received.

5. That the Grantee shall maintain such data and information and submit such reports in such form, at such times, and containing such information as the Governor's Office of Crime Control & Prevention may reasonably require to administer the program.

6. Sub-recipients will comply (and will require any sub-grantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000(d)); the Rehabilitation Act of 1973 (29 U.S.C. § 704); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. § 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. § 6101-07); and the

Department of Justice (DOJ's) Equal Treatment Regulations (28 C.F.R. pt. 38).

7. That in the event a Federal or state court or administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against the Grantee, a copy of the finding will be forwarded to the Governor's Office of Crime Control & Prevention.

8. Sub-recipients that are governmental or for-profit entities, that have fifty or more employees and that receive a single award of \$500,000 or more under the Safe Streets Act or other Department of Justice (DOJ) program statutes are required to submit their Equal Employment Opportunity Plan (EEO) to the federal Office of Civil Rights (OCR). The sub-recipients are not required to submit a copy to the Governor's Office of Crime Control & Prevention (GOCCP), but must have a copy available on site for monitoring purposes. Those sub-recipients that are subject to the OCR's EEO Certification Form may access this form at: <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>.

9. That the Grantee will comply with the provisions of the Governor's Office of Crime Control & Prevention's General and Special Conditions for Grants. General Conditions are posted on GOCCP's website (<http://www.goccp.maryland.gov/grants/general-conditions.php>).

10. That the Grantee will comply with the provisions of 28 CFR applicable to grants and cooperative agreement.

11. Sub-recipients are obligated to provide services to Limited English Proficient (LEP) individuals. Refer to the DOJ's Guidance Document. To access this document see U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (67 Federal Regulation 41455 (2002)). This regulation may be accessed at: <http://www.archives.gov/eoo/laws/title-vi.html>

CERTIFICATION: I certify that this program will comply with the provisions set forth by the State of Maryland and the Governor's Office of Crime Control & Prevention.

This signed form must be generated by the Online Application Software

XVII. CERTIFICATION REGARDING LOBBYING

This signed form must be generated by the Online Application Software



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

CERTIFICATION REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-Procurement) and Government-wide Requirements for Drug-free Workplace (Grants)." The certification shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510 --

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted or otherwise criminally or civilly charged by a Government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph, (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminate for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 --

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about --

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after having received notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 312A, GSA Regional Office Building No. 3), Washington DC 20202-4571. Notice shall include the identification number(s) of each affected grant.

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted --

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

Place of Performance (street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ if the State has elected to complete OJP Form 4061/7.

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 --

As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

This signed form must be generated by the Online Application Software

1. Grantee Name and Address:
2. Application Number and/or Project Name
3. Grantee IRS/Vendor Number
4. Typed Name and Title of Authorized Representative
5. Signature
6. Date

This signed form must be generated by the Online Application Software